

PRIMARY INSTRUCTOR CANDIDATE STUDENT TEACHING INTERNSHIP CHECKLIST

The Training Institution Official should complete this checklist as the Primary Instructor Candidate completes each Student Teaching Internship item. Once the EMT-B course has been completed and the candidate has completed their internship the Training Institution Official will sign this checklist and submit it to the state EMS office. The Candidate, to have successfully completed the Student Teaching Internship, will have achieved good instructor skills and routinely demonstrated their teaching abilities. Candidates who do not achieve or demonstrate good instructor skills will be considered to have failed their student teaching internship. Documentation is required for either situation, successful or unsuccessful completion of the Student Teaching Internship.

The elements to be evaluated are to be checked as each element is successfully demonstrated during the internship. The evaluation is to be completed during actual EMT-B Course sessions in which the Candidate is student teaching.

Items NOT successfully demonstrated during the internship time are to be noted with "0".

Items identified with "*" are determined to be essential skills which must be successfully completed routinely by Primary Instructors. Candidates must master these items.

Introduction:

- _____ 1. Gives clear introduction to topic.
- _____ 2. Explains lesson objectives clearly.*

Use of Training Aids:

- _____ 3. A-V's appropriate for class size and classroom set-up.
- _____ 4. Equipment/handouts prepared for minimal disruptions/set-up delays.
- _____ 5. A-V's legible for all participants and professional in appearance.
- _____ 6. A-V's appropriate for objects/topics presented.

Skill Teaching:

- _____ 7. Presents skill didactically.
- _____ 8. Demonstrates skill in real time.
- _____ 9. Demonstrates skill step by step.
- _____ 10. Demonstrates skill correctly.*
- _____ 11. Repeats demonstration of skill in real time to conclude demonstration.
- _____ 12. Coaches student teams and individual students.
- _____ 13. Class organization conducive to skill practice time.

Class Participation:

- _____ 14. Encourages student participation.
- _____ 15. Answers questions fairly, accurately, and completely.

Review and Critique:

- _____ 16. Provides students with summary of lesson objectives.*
- _____ 17. Makes closing statement for presentation.

Didactic Presentation:

- _____ 18. Organization of lesson easy to follow.
- _____ 19. Clear explanation of material.*
- _____ 20. Emphasis of key points.
- _____ 21. Transitions (keeps lesson moving at a good pace).
- _____ 22. Sensitive to student difficulty in understanding course material.

Preparation:

- _____ 23. Knowledge of subject and objectives.*

- _____ 24. Lesson plan was prepared and used.*
- _____ 25. Material presented on the knowledge level of the students/class.*
- _____ 26. Lesson plan included time estimate for lesson/skill/practice.*

Speech Techniques:

- _____ 27. Uses correct terminology.
- _____ 28. Volume.
- _____ 29. Rate.
- _____ 30. Fluency.
- _____ 31. Correct pronunciation.
- _____ 32. Gestures.
- _____ 33. Uses eye contact.

Instructor Qualities:

- _____ 34. Appearance (NEAT, CLEAN, PROFESSIONAL).
- _____ 35. Enthusiasm about subject.
- _____ 36. Treats students with respect (NO EVIDENCE OF DISRESPECT).*

Other Administrative Duties, to be completed or observed by the candidate during actual completion of the item by the EMT-B Course Primary Instructor and / or the Training Institution Official.

- _____ 37. Completion of the Application for EMS Training Course.
- _____ 38. Retains copy of all supporting documents for the application process.
- _____ 39. Retains copy of the course approval letter in which the Student Teaching Internship will be completed.
- _____ 40. Present during a positive student counseling session.
- _____ 41. Present during a "corrective action needed" student counseling session.
- _____ 42. Completion of the Report of Training for the course.
- _____ 43. Administers test / quiz.
- _____ 44. Grading / Scoring of test / quiz.
- _____ 45. Validation of test / quiz answers.
- _____ 46. Present feedback of test / quiz to students.
- _____ 47. Coordinate with clinical sites for ER and Ambulance to schedule students.
- _____ 48. Coordinate with clinical sites for feedback re: students.

Summary / Comments of areas completed successfully. List areas the Primary Instructor Candidate continues to show above average skill. Explain all areas you list.

Summary / Comments of areas completed unsuccessfully. List areas the Primary Instructor Candidate continues to demonstrate unsuccessfully / deficits. These items require remediation during an additional internship attempt. Items listed as unsuccessful/requiring remediation will PREVENT the candidate from being certified at the end of this Student Teaching Internship.

Additional Summary / Comments:

**PRIMARY INSTRUCTOR CANDIDATE STUDENT TEACHING INTERNSHIP
CHECKLIST**

Candidate: _____

Training Institution: _____

Training Institution
Official: _____

Date Course Application was
filed: _____

Date EMT-B Course
Began: _____

Date Internship
Completed: _____

EMT-B Course Number (for candidate's internship): _____

To be completed by the Training Institution Official: (Initial one appropriate choice only):

_____ **The required checklist items are listed as successful; the Primary Instructor Candidate has successfully completed the Student Teaching Internship for certification.**

_____ **The required checklist items have not been successfully completed and areas needing remediation are indicated in the above report. The Primary Instructor Candidate has not successfully completed the Student Teaching Internship and should NOT be certified as a Primary Instructor at this time.**

Signatures of completion and review of the Primary Instructor Candidate Student Teaching Internship Checklist:

Primary Instructor Candidate Name: _____ **date** _____

Primary Instructor Signature: _____

Date: _____

Training Institution Official Name: _____

Training Institution Official Signature: _____

Date: _____

NOTE: Documentation within the checklist indicates successful or unsuccessful completion of the internship. Unsuccessful completion will require additional attempts to successfully complete the Student Teaching Internship and prohibit the candidate from becoming certified as a Primary Instructor unless a successful attempt is later documented by a Training Institution Official. All internship attempts must be made within the preset time limit as imposed by the EMS Commission approved guidelines for Student Teaching Internships for Primary Instructor Candidates.